

## **MEETING MINUTES**

### **December 13, 2007**

## **GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED**

The meeting was called to order by Chairperson Penney Hall at 10:00 a.m., December 13, 2007 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

### **ATTENDANCE:**

Committee: Penney Hall (Chairperson); Pete Cuffaro; John Liller; Jan Smith; Lou Ann Summers for Brenda Morford; Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary

WVARF Staff: Glenn McEndree; Chris Miller; Mike Turner; Phil Turner; Ashley Hackney

The minutes for the November meeting of the Committee were presented.

### **MOTION #1**

**Mr. Sullivan moved to approve the minutes as presented. Mr. Liller seconded. Motion passed.**

### **COMMITTEE CHAIR REPORT:**

Ms. Hall reported the deadline for the CNA RFP had been extended until January 18<sup>th</sup>. She told the Committee that there were four organizations who attended the pre-bid conference. The four organizations were WVARF; Mountain State Center Independent Living; Valley Health Mental Health Center; and WVU Center for Excellence in Disabilities.

### **EXECUTIVE SECRETARY REPORT:**

\$2,679.60 – Annual Allocation

489.32 - Total Expenses

\$2,190.28 – Balance Remaining FY'08

### **EXECUTIVE DIRECTOR REPORT:**

Mr. McEndree reported WVARF staff continues to gather data for costing of all janitorial contracts. He said Ms. Hall had told him the WVARF04 contract had been extended through March 2008. He said they were taking extra time to review for accuracy, provide the CRP's opportunity to review and seek input from the customer. Also, they were working on some new contracts.

He reported two WVARF staff members attended a NISH conference in Virginia. Topics included janitorial contracts and ground maintenance. They will use the knowledge gained from that conference to better serve the

CRP's and WVARF customers. WVARF staff members are planning to attend the upcoming SUPRA Conference in January.

He reported the annual report is completed and ready for distribution.

Ms. Hall asked about the Goodwill janitor who was arrested for theft at the Diamond Building in Charleston. Mr. McEndree said Goodwill did a background check but nothing showed up on the person. The janitor was immediately terminated and the charges were lowered to a misdemeanor. Ms. Hall said there has been discussion to require background checks on all employees hired through the State Use Program. The Committee discussed the types of background checks that would be required and expressed concern about the expense that would be involved.

## **CONTRACT PRESENTATIONS:**

### **New Contracts**

State Police Dispatch Office in Huntington – two CRP's are interested. After discussion and looking at comparisons between the CRP's the following motion was made:

#### **MOTION #2**

**Ms. Smith moved for the West Virginia State Police Dispatch Office in Huntington be awarded to CRP #2 (Goodwill Industries of KYOWVA. Mr. Sullivan seconded. Motion passed.**

This is a pilot program for the State Police. They want nine hours a week for janitorial and another nine hours a week for grounds maintenance. The contract will run from January 1 to June 30, 2008.

#### **MOTION #3**

**Mr. Liller moved to approve a six month FMP of \$5,418.06 for the West Virginia State Police Dispatch Office in Huntington. Ms. Smith seconded. Motion passed.**

### **Modified Contracts**

The DRS Office in Spencer is requesting an additional hour of service each week. This change would occur on January 1 and go through June 30, 2008. This will bring the annual FMP up to \$2,892.64. A difference of \$782.40.

DHHR in Glenville – Extending the WVARF04 contract. The annual FMP remains at \$8,552.40

DMV, Martinsburg – the Development Center asked for an increase in the wages paid to employees. Currently the supervisor wage was less than the direct labor wage and they wanted to adjust that discrepancy. They also wanted to bring the wages closer to wages offered on other contracts they hold in the Martinsburg area. They asked for the supervisor wage be increased from \$6.00 an hour to \$8.00 and the direct labor wage be increased from \$6.75 an hour to \$7.75 an hour. DMV officials were in agreement with these changes. This change would make the annual FMP \$13,255.32 an increase of \$155.07 to the contract.

#### **MOTION #4**

**Mr. Sullivan moved to approve the increase for the DMV office in Martinsburg. Ms. Smith seconded. Motion passed.**

#### **MOTION #5**

**Mr. Sullivan moved to approve the changes to both the DRS office in Spencer and the DHHR Office in Glenville. Mr. Liller seconded. Motion passed.**

#### **CONTRACT COMPLAINTS:**

Mr. P. Turner said there was a complaint regarding the delivery of bottled water by Prestera. He has talked to them about developing a tracking system to ensure people receive their bottled water on time.

He reported there was a janitorial complaint from the Retirement Board. They complained because the janitors ate food left over from a luncheon after being it being offered to them by employees. They said the janitors “ate too much.” The Committee did not consider this a justified complaint.

#### **OLD BUSINESS:**

##### **CQI**

Mr. McEndree reported the field reviews were completed. The Committee will be given a report at its January meeting. The primary purpose for this first round of reviews was information gathering and technical assistance. Some training areas were identified in these reviews.

##### **First Quarter Report**

For the first quarter of 2008 the direct labor ratio was 86.77%. The only CRP which fell below the 75% ratio requirement was Preston County at 67.74%. They need to submit a plan of correction.

Ms. Hall pointed out Eastridge Health Systems need to be taken out of the report since they do not have any State Use contracts.

#### **FINANCIAL REPORT:**

Mr. Miller reported the over 60 day's accounts receivables as of November 30, 2007 were \$120,191 or 9.15% of the total accounts receivables.

Mr. Miller distributed the 2007 Financial Audit for Committee review.

#### **NEW BUSINESS:**

Ms. Hall said she wanted to establish a standardization committee for janitorial services. The following people were recommended as possible Committee members:

- Joyce Birley – Goodwill Industrial Kanawha Valley

- Jan Smith – The Op Shop
- Bob Johnson – Nicholas County Workshop
- George Montogemery – DHHR
- Alberta Kincaid – DHHR
- John Bartlet – DOH
- Kathy Holtsclaw – DOH rest areas
- Mike Turner – WVARF

Ms. Hall said she would contact these individuals and schedule a meeting.

The January meeting of the Committee was moved to January 31, 2008 because WVARF staff will be at the SUPRA conference on January 17, the original date of the meeting.

Mr. McEndree asked on behalf of Earl Smith, WVARF President, that the 4.1% fee be reinstated for Fairmont State University since the state is not going to formally adopt OS1. The Committee refused the request.

#### **MOTION #6**

**Mr. Sullivan to adjourn.**